

## **HAPPY HOLLOW/LOKER PARENT-TEACHER ORGANIZATION**

The PTO is a service-oriented organization composed of all parents/guardians and teachers of Happy Hollow and Loker students. The purposes and precepts of the PTO are set forth in the bylaws.

### **HAPPY HOLLOW PTO BYLAWS**

#### **ARTICLE I-NAME**

The name of this organization shall be the Happy Hollow/Loker Parent-Teacher Organization (hereafter referred to as “the Organization”).

#### **ARTICLE II –PURPOSE**

The primary purposes of the Organization are:

- a. To promote communication and cooperation between parents, teachers, the administration and the school committee for the resulting benefit to the students of Happy Hollow and Loker Elementary Schools.
- b. Through fundraising efforts consistent with these bylaws, to endeavor to provide financial support for activities or materials which will directly contribute to the quality of education at Happy Hollow and Loker Elementary Schools, the Wayland Public Schools, or the Wayland student population in general.

#### **ARTICLE III-MEMBERSHIP**

Membership in the Organization shall consist of all parents and guardians of the students enrolled at Happy Hollow and Loker Elementary Schools and staff therein. The Executive Board shall set a voluntary contribution rate annually. The contribution shall be solicited at such time and place as shall be determined by the Executive Board.

#### **ARTICLE IV-EXECUTIVE BOARD**

The Executive Board of the Organization (hereafter referred to as “the Board”) shall consist of the officers of the Organization, as well as those Committee Chairpersons whom the officers by majority vote may wish to appoint to the Board. The appointment of any committee Chairpersons as Board members shall be announced at the first annual meeting or general meeting following the appointment of those Chairpersons to the Board, in order that this appointment shall be duly recorded in the minutes of said meeting.

## ARTICLE V-OFFICERS AND THEIR DUTIES

The officers of the Organization shall be President, Vice President, Past President, Treasurer, Secretary, Kindergarten Representatives (two), Ways and Means, and Social Chairpersons. They shall be elected by majority vote at the Annual Meeting and hold office until the next Annual Meeting. Any vacancy, which occurs during the year, shall be filled by appointment of the Board.

**President:** The President shall preside at all meetings of the Organization and the Board which he/she may be present. After consultation with the Board, the President may create committees and appoint Committee Chairpersons to assist the Organization in achieving its purpose. The President shall be a member ex-officio of all committees. The President shall perform any additional duties and exercise additional powers as may be assigned to him/her by the Board.

**Vice President:** The Vice President shall act as aide to the President and shall perform the duties of the President in the absence of that officer.

**Past President:** The Past President is a member who has previously served as President and shall act as an advisor to the President and the Board.

**Treasurer:** The Treasurer shall receive all monies of the Organization. He/she shall make expenditures out of the Organization's funds only as authorized by the Organization or the Board and only for purposes consistent with these bylaws. The Treasurer shall keep an accurate written record of receipts and expenditures. He/she shall present a statement of account of the Organization at general meetings, and shall perform any additional duties as shall be directed by the Board.

**Secretary:** The Secretary shall keep an accurate written record of the annual meeting and all general meetings of the Organization, including the number of members in attendance when a vote is taken and minutes of meetings. He/She shall perform any additional duties as shall be directed by the Board.

**Kindergarten Representatives:** There shall be two Kindergarten representatives, who shall be responsible for coordinating the activities and programs at Loker School.

**Ways and Means and Social Chairpersons:** These persons shall be responsible for the planning and organizing of fund raising events and social activities for parents, teachers and children and shall perform specific duties as directed by the Board.

## ARTICLE VI-MEETINGS

- a. The annual meeting of the members of the Organization shall be held prior to the last day of school: the specific date, time and place to be set forth in a written notice sent to all members at least seven days prior to the meeting date. The primary purpose of the annual meeting shall be to elect a slate of officers for the forthcoming year.
- b. Other (“general”) meetings may be called from time to time by the Board upon reasonable notice to all members of the Organization stating the date, time and place of the meeting. Except in emergency situations, at least seven days prior notice is required for meetings.

Committee meetings or Board meetings shall be held at the discretion of the involved committee Chairpersons, or the Board.

## ARTICLE VII-BASIC PRECEPTS

- a. The Organization shall expend monies only in support of activities or materials, which will directly contribute to the quality of students’ education at Happy Hollow Elementary School, Loker Elementary School, the Wayland Public Schools, or the Wayland student population in general.
- b. Monies shall be expended only for those purposes for which they have been allocated with three exceptions: (1) So long as monies have been properly allocated to the PTO Working Budget and to the extent that the monies are still available there, monies may be expended at any time from the Working Budget for expenses related to fundraising activities or any other normal operating expenses (as stated above) incurred by the PTO; (2) Costs which are incurred in excess of an allocation may be reimbursed from the PTO Working Budget, and (3) Monies originally allocated for the preceding school year, but which were not spent during that school year shall be considered still allocated for the same purpose for the current school year.
- c. Allocation of funds shall occur only at general meetings, or at the annual meeting. Decisions at general meeting or the annual meeting shall be by vote of a majority of those present. If less than ten members are in attendance when a vote is taken, that vote must be ratified by majority vote of the board at said meeting or within two weeks of said vote; otherwise, the vote shall be deemed invalid. When funding allocation votes are taken that effect the Loker School, both kindergarten representatives must either vote or abstain.
- d. Revisions of these bylaws shall be made only in accordance with the procedures set forth in Article VIII below.

## ARTICLE VIII-REVISIONS OF BYLAWS

The bylaws may be amended by a vote of at least two-thirds of those present at an annual or general meeting of the Organization. Bylaws may be amended only if at least ten members are in attendance, including at least three members of the Executive Board. Written notice of a proposed amendment to the bylaws shall be sent to the membership at least seven days prior to the meeting at which such proposed amendment is to be considered.

(Adopted by the PTO on 9/26/1989)

(retyped: 5/14/08)

(revised 6/2/08)